



Global Business Services

ENCOMPASS Town Hall

January 08, 2008



Agenda

- Opening Remarks – Steve Daniels
- SWAT Team Updates – Steve Daniels
- Agency Implementation Plans – Steve Daniels
- Reminders – Steve Daniels
- End User Testing – Jim Welsh
- Training – Daniel Kinnamon
- Internal Controls – Marilyn Rudolph



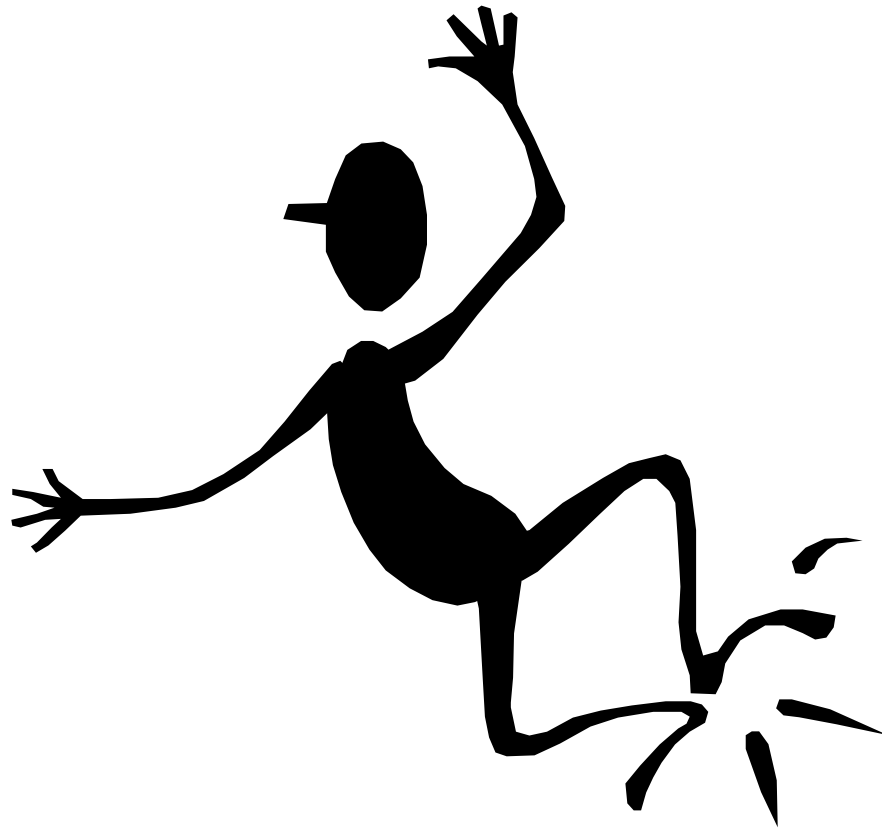
Global Business Services

Opening Remarks



Opening Remarks

- Environment Status
 - Sandbox ready for Agency Testing





Opening Remarks

- OCM Transition – New OCM Contacts
 - Steve Daniels
 - e-mail: sdaniels@sba.in.gov phone: (317) 232-2974
 - Nidia Suazo
 - e-mail: npsuazo@us.ibm.com phone: (631) 796-5290
 - Ruth Ella George
 - e-mail: regeorge@us.ibm.com phone: (843) 737-1335
 - Leslie Sheehan
 - e-mail: sheehan1@us.ibm.com phone: (877) 581-7847
 - Daniel Hanks
 - e-mail: ddhanks@us.ibm.com phone: (830) 765-8737
- Agency OCM assignments are located on the ENCOMPASS website:
 - Documents > Agency OCM Assignments



Opening Remarks

- The revised schedule is as follows:
 - January 2 – February 22: Agencies test the system in the Sandbox Environment and execute Agency Implementation Plan activities, i.e., completing reconciliation, core/project mapping, and file format updates
 - March 3: New ENCOMPASS Go-Live Date



Global Business Services

SWAT Team





SWAT Team

- The Accounting/Operational Support (SWAT) team:
 - Assisting the agencies with both pre- and post-support implementation tasks
 - Serving as liaisons to the ENCOMPASS Project Team
 - Allow the ENCOMPASS Project Team to be more responsive to agency concerns and issues
 - Providing support to agencies that will include knowledge transfer from the implementation team directly to agency end users

SWAT Team

S = Specialized

W = Working

A = Accountants

T = Team



Global Business Services

Agency Implementation Plans



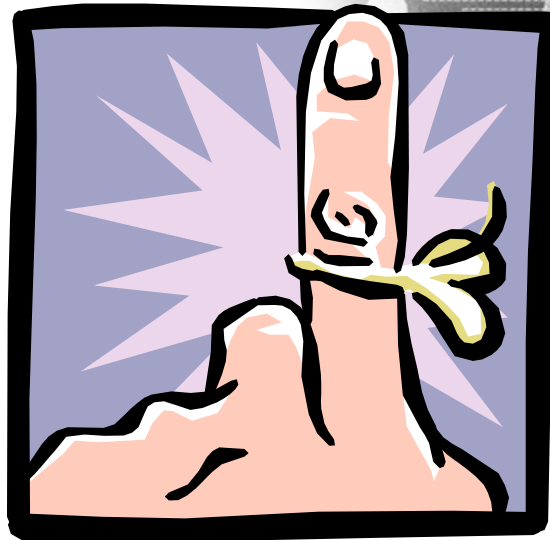
Agency Implementation Plan

- OCM will be working with Agencies to ensure completion and assist with issues
- Agencies TEST, TEST, TEST in Sandbox
 - The URL to the FSAOSSND Sandbox is:
<http://gmiswebp05pw.shared.state.in.us/fsaossnd/signon.html>
 - **User ID: Your PeopleSoft Production ID**
 - **Password: Use your network password (case-sensitive)**
 - We encourage you to attend one of the testing dates listed on the ENCOMPASS website
- Complete tasks on Implementation Plans



Global Business Services

Reminders





Reminders

Reminder!

Balancing and Reconciliation

- Agencies should have reconciled FY08 financial transactions in PeopleSoft to the financial transactions maintained by AOS (financial objects 1, 4, and 5, purchase orders, and assets)

FY 2008 Accounting Period	Month	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
5	November	December 12, 2007	December 17, 2007
6	December	January 9, 2008	January 14, 2008
7	January	February 8, 2008	February 13, 2008
8	February	February 21, 2008	February 22, 2008



Reminders

Chartfield Mapping

- Chartfield combinations that were not mapped will be mapped to a default conversion chartfield
- Agencies will have the ability to alter and or map these default conversion values after November 21, 2007

Chart of Accounts (COA)

- Current Draft of New Core Chartfield Values Posted on ENCOMPASS Website
- Complete Definition of Department Attribute





Reminders

Project Module

- Current Project Module Agency Tasks (Due 01/18/08):
 - Complete Subrecipient Project Information Template
 - Complete Parent – Child Project Information Template
 - Complete Project & Activity Attribute Template
 - Provide Grant Award Letters or other acceptable supporting information to GMIS for New Federal Funding Sources
- **All Templates located on the ENCOMPASS website:**
 - Documents > Project Module Approach > Templates for Project Attributes



Reminders



Project Module Session #2:

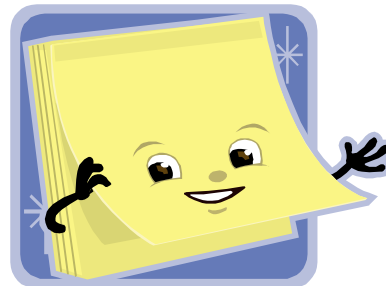
- **Who:** Only Agencies using the Projects Module after ENCOMPASS Go-Live should attend
- **When:** Wednesday, January 23, 2008 at 1:00pm
- **Where:** Conference room 22
- **Tasks:** Verify Funding Source Values & 3/3/08 Balances
 - Verify 03/03/08 Project Budget Balances
 - Provide Project Mapping for all Unmapped Values



Reminders

ID Bills

- ENCOMPASS is collecting the chartfield strings Agencies wish to use to receive these transactions (template is on the ENCOMPASS website: Documents > Chart of Accounts > ID Bill Submission Template)
- Agencies will supply a default chartfield string for ID Bills to be charged to their Business Unit
- Note: This ID Bill process is for standing reoccurring monthly charges such as the ID Bills currently sent by IOT, IDOA and State Personnel





Global Business Services

End User Testing





Sandbox Structured Testing Schedule

- We want you to help find problems
- Testing will take place in **Conference Center Room 15**
- Assigned testers have been invited to test scripts and typical work
- Assigned testers have been key testers in version upgrades
- All users may participate in the Open Sessions (subject to open seats)
- Open sessions will have scripts. Users are encouraged to bring real work from their desks (daily, weekly, monthly, quarterly, occasional)
- The Sandbox is a converted copy of Production from December 14th.



Sandbox Structured Testing Schedule

- Schedule is also posted on the ENCOMPASS website
- Testing will take place in **Conference Center Room 15**

Day	Date	Time	Description
Wednesday	1/09/08	9am – 12pm 1pm – 4pm	Assigned Testers
Thursday	1/10/08	9am – 12pm	Assigned Testers
Friday	1/11/08	9am – 12pm	Assigned Testers
Tuesday	1/15/08	10am – 12pm	Open Session
Tuesday	1/15/08	1:30pm – 3:30pm	Open Session
Wednesday	1/16/08	10am – 12pm	Open Session
Wednesday	1/16/08	1:30pm – 3:30pm	Open Session
Thursday	1/17/08	10am – 12pm	Open Session
Thursday	1/17/08	1:30pm – 3:30pm	Open Session
Friday	1/18/08	10am – 12pm	Open Session



Global Business Services

Training





Training

- New Enrollment Form available on the ENCOMPASS website
- Workshop Schedules for January
 - ROC Workshops – 1/9 – 1/11; 1/28 – 1/31
 - Approver Workshops – 1/14 – 1/17; 1/22 – 1/25
 - Inquiry Workshops – 1/14 – 1/17; 1/22 – 1/25
 - Receivers Workshops – 1/14 – 1/17; 1/22 – 1/25
 - Navigation Workshops – 1/14, 1/28 – 1/31





Training

- Refresher Courses (Jan 28 – Feb 1)
 - Trainers will be available for AP, G/L, and AR from 9am – 4:30
 - Bring your training materials and exercise packets
- Core Training will resume in February
- Core Training schedule will be posted on Friday 1/11
- Remote site training will be available for AP and G/L



Training

Business Process Alignment Effort:

- ENCOMPASS wants to know how you operate!! Consequently, an ENTAP Consulting team will be visiting some previously identified agencies and **agencies that request help to assess business processes** as they relate to the ENCOMPASS project objectives
 - Will you able to function in the new system?
 - Were you able to meet the change management objectives?
 - How are you handling new roles with new people?
 - Does your old business process fit the new ENCOMPASS business process?



Training

Business Process Alignment Effort:

- Next Steps
 - If you would like this done please contact Tina Travis to schedule an appointment with your Agency leadership team & SME's
 - We'll then deploy a team of 2-3 consultants to review your agency's major processes and challenges - average review takes 2-3 hours
 - Assessments are done in order of need and time requested; if you wait to ask for assessment there is a risk that we will not have the time or resources available to do so
 - We'll submit the results of our assessment
 - The deadline to ask for an assessment is this Friday, January 11.
 - Contact Tina Travis at Tina.Travis@ENTAP.com for more information



Global Business Services

Internal Controls





ROLES SPREADSHEET

- Received and approved: 48
- Working with agencies to resolve issues: 60
- Not yet received: 7
- Roles setup by GMIS will be included in Sandbox Environment



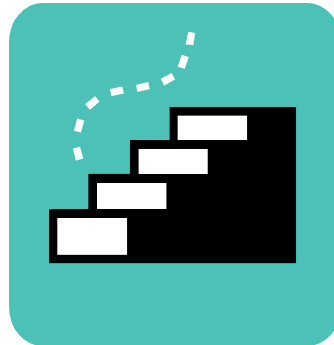
WHERE DO WE GO FROM HERE?

- NEW USERS, not previously using financials, must be established through GMIS
- Roles will be set up in sandbox for user testing
- THANKS FOR ALL YOUR COOPERATION!!!



Global Business Services

Next Steps





Next Steps



**** Please note all dates are from the Agency Implementation Plan!***

- Reconcile GL balances for December by January 09
- Complete activities on Agency Implementation Plans by committed date
- Sign-up and attend workshop training that will start in January
- Link AOS assets in GEAC to PeopleSoft assets by January 15
- Complete COA mapping activities by January 15
- Reconcile purchase orders by February 1
- Complete testing of file formats by February 8
- Clean up old purchase orders by February 21



Contact Information

- Steve Daniels, State Budget Agency
 - e-mail: sdaniels@sba.in.gov phone: (317) 232-2974
- Daniel Kinnamon, Auditor of State
 - e-mail: dkinnamon@auditor.in.gov phone: (317) 233-9817
- Marilyn Rudolph, State Board of Accounts
 - e-mail: mrudolph@sboa.in.gov phone: (317) 234-4929
- Jim Welsh, GMIS Office
 - e-mail: jwelsh@iot.in.gov



Contact Information (cont.)

- ENCOMPASS Website
 - <http://myshare.in.gov/sba/encompass>
- ENCOMPASS Email Address
 - encompass@sba.in.gov
- If you are having technical issues, submit them to GMIS
 - http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments



Questions and Answers

